

NROTC Unit Quick Reference Guide (QRG) for Managing Scholarship Applications



NETPDTC N613

This guide uses graphics and text to show the different screens available for managing the NROTC scholarship applications.

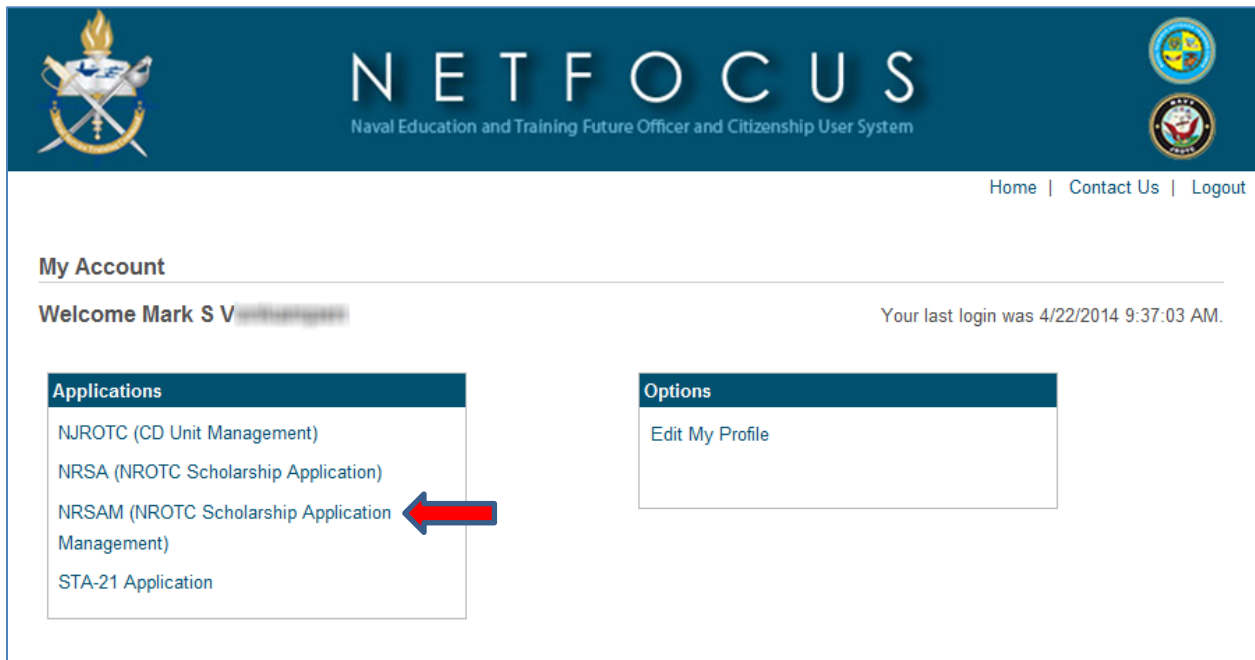
NROTCQRG 1.0

01/07/2015

Contents

Accessing NRSM (NROTC Scholarship Management)	3
Home Page	5
Assigned Applicants	5
Interview Form.....	9
Interview Instructions	11
Training Binder	15
NROTC Non-Selects.....	19
Glossary.....	23

Accessing NRSM (NROTC Scholarship Management)



The screenshot shows the NETFOCUS web application interface. The header features the NETFOCUS logo and the text "Naval Education and Training Future Officer and Citizenship User System". The top right corner includes navigation links: Home | Contact Us | Logout. The main content area is titled "My Account" and displays a welcome message for "Mark S V [redacted]". To the right of the welcome message, it states "Your last login was 4/22/2014 9:37:03 AM." Below the welcome message, there are two columns of links. The left column, titled "Applications", lists: NJROTC (CD Unit Management), NRSA (NROTC Scholarship Application), NRSAM (NROTC Scholarship Application Management), and STA-21 Application. A red arrow points to the "NRSAM (NROTC Scholarship Application Management)" link. The right column, titled "Options", lists: Edit My Profile.

NETFOCUS
Naval Education and Training Future Officer and Citizenship User System

Home | Contact Us | Logout

My Account


Welcome Mark S V [redacted] Your last login was 4/22/2014 9:37:03 AM.

Applications

- NJROTC (CD Unit Management)
- NRSA (NROTC Scholarship Application)
- NRSAM (NROTC Scholarship Application Management) ←
- STA-21 Application

Options

- Edit My Profile



The screenshot shows the NROTC logon screen. The top section has a blue background with the text "NROTC" in large, bold, white letters, and "Naval Reserve Officers Training Corps" in smaller white text below it. The background of the lower section is a repeating pattern of the NROTC crest. Two links are displayed: "Click here to continue NROTC logon." and "Click here to go back to Gateway." A red arrow points to the "Click here to continue NROTC logon." link.

NROTC
Naval Reserve Officers Training Corps

[Click here to continue NROTC logon.](#) ←

[Click here to go back to Gateway.](#)

To access the NROTC applicant scholarship management pages;

1. Log in through the NETFOCUS Gateway.
2. Select NRSAM (NROTC Scholarship Application Management) from the menu.
3. Select Click here to continue NROTC logon.

Home Page

Assigned Applicants

The screenshot shows the NROTC Home Page. At the top, there is a blue header with the NROTC logo and the text 'Naval Reserve Officers Training Corps'. Below the header, a navigation bar contains several links: 'Interview Form', 'Interview Instructions', 'Training Binder', 'NROTC Non-Selects', and 'Logout'. The 'NROTC Non-Selects' link is highlighted with a red border. Below the navigation bar, the page displays 'Unit - University of Arizona' and 'Application Year: 2015'. On the left, it says 'Displaying 1 to 0 of 0 Applicants'. In the center, there is a blue box with the text 'Assigned Applicants' and 'No applicants assigned.'.

This is the NROTC Homepage.

A row of interactive tabs is highlighted by red.

This screenshot shows the same NROTC Home Page, but with the 'Application Year' dropdown menu open. The dropdown menu is highlighted with a red border and shows the years 2015, 2014, 2013, and 2012. The 'Assigned Applicants' section remains visible below the dropdown menu.

To view a list of assigned applicants, select the Application Year from the menu.

NROTC
Naval Reserve Officers Training Corps

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Interview Form | Interview Instructions | Training Binder | NROTC Non-Selects | Logout

Unit - University of Arizona

Application Year: 2014

Displaying 1 to 19 of 19 Applicants

Assigned Applicants

A	B
W	B
D	B
T	B
A	C
K	C
M	G
N	G
R	H
K	K
H	L
B	M
J	M
M	M
C	M
E	P
C	P
D	P
S	S

Selecting the applicants name will take you to their application.

Assigned Applicants

A	B
W	B
D	B
T	B

Select an applicant.

Unit - University of Arizona			
View a Printer Friendly Application		<small>APPLICANT PERSONAL DATA RECORD FORM COMES UNDER THE PURVIEW OF THE PRIVACY ACT OF 1974</small>	
Return to Previous Page			
For Official Use Only - Privacy Act Protected A J B *****4 3 Applying for NROTC Navy Option			
Submitted: 09/24/2013		Serial Number: 1 3	
Personal Profile			
DOB: 08/02/19	AGE: 18	Height: 5 Ft. 9 In.	Weight: 150 Pounds
U.S. Citizen: Yes /Birth		Gender: Male	
Other Citizenship:			
Birthplace: Santa Monica, CA			
Other Language Proficiency: Yes / Spanish-American			
Obtained from: Civilian School			
How Proficient: Elementary (speak and/or understand basic greetings and memorized phrases)			
I have learned Spanish during my high school career and have a basic understanding of the language and am able to communicate. With regards to Tagalog, I am only capable of understanding, but not speaking. My mother speaks to me in Tagalog frequently to help me better understand the language as to her being a native speaker.			
Race: Asian Native Hawaiian/Other Pacific Islander			
Ethnic Background: Filipino			
Ethnic Comments: I am approximately 50% Filipino, 30% Chinese, and 20% Hispanic.			
Phone: 818-		Cell Phone: 818-	
Email Address: j-@gmail.com			
Permanent Address: 400 N. Ave. Apt. 4 Fullerton, CA 92831 United States of America County		Mailing Address: P.O. Box 92834 Fullerton, CA 92834	
How did you hear about the NROTC Program?		Scholarship Coordinator/Recruiter Gave me information Referred by: PS1 Cibriansanchez	
Have you ever been arrested, convicted, or fined for any violation of law?		No	
Have you previously attended or are you now attending the Air Force, the Naval or Military Academy Preparatory School or the Navy BOOST School?		No	
Have you ever served tours of extended Active Duty drawing full pay, from which you were discharged or separated to civilian status?		No	
Are you now on Active Duty in the U.S. Armed Forces drawing full pay?		No	
Are you currently a member of a U.S. reserve or National Guard Organization?		No	
Are you currently in the Delayed Entry Program (DEP)?		No	
Are you currently in the College Program?		No	
Have you ever been placed on probation or expelled from college or a civilian preparatory school?		No	
Have you ever been rejected for any branch of military service or ROTC?		No	
Have you ever been a Cadet/Midshipman at any of the U.S. Service academies or ROTC Programs?		No	
Are you currently an applicant or do you intend to apply for a service academy or ROTC Program?		Yes - USNA / USMMA /	
School History Data			
Applicant Home Schooled: No			
Troy High School Fullerton, CA			
Entry Date: 08/10 Grad Date: 05/14			

This is the top portion of the applicants form.

For a black and white version select the View a Printer Friendly Application button at the top of the page.

Interview Form

NROTC
Naval Reserve Officers Training Corps

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Interview Form | Interview Instructions | Training Binder | NROTC Non-Selects | Logout

Unit - University of Arizona

Application Year: 2014

Displaying 1 to 19 of 19 Applicants

Assigned Applicants

- A. B.
- W. B.
- D. B.
- T. B.
- A. C.
- K. C.
- M. G.
- N. G.
- R. H.
- K. K.
- H. L.
- B. M.
- J. M.
- M. M.
- C. M.
- E. P.
- C. P.
- D. P.
- S. S.

Select the Interview Form tab.

NROTC Applicant Interview Form

Applicants Name: _____

Date: _____

Name of Interviewer: First: _____ Last: _____ MI: _____

Approximate number of NROTC Interviews conducted: This cycle: _____ Total: _____

Phone number of Interviewer: _____

Designator: _____ Rate/Rank: _____ Unit: _____

1. Application: Review the application and comment on any discrepancies or areas that may be relevant to the Scholarship Selection Board. Ask the applicant if there is anything on his/her application that he/she wants to clarify, explain or comment on .
 - a. Physical Fitness: Provide physical activities the applicant is engaged in that are not included on the application form, such as strenuous work or home activities or non-organized recreational activities, with an estimate of times and hours per week to compare to organized activities. Provide a specific comment on candidate's physical appearance, especially if the candidate appears close to or out of BCA regulations.

The NROTC Applicant Interview Form opens as an interactive pdf. Information may be typed in and saved.

Interview Instructions

The screenshot displays the NROTC (Naval Reserve Officers Training Corps) web application. The header features the NROTC logo and the text "Naval Reserve Officers Training Corps". Below the header, a navigation bar includes links for "Interview Form", "Interview Instructions" (which is highlighted with a red box), "Training Binder", "NROTC Non-Selects", and "Logout". A disclaimer "For Official Use Only - Privacy Act Protected" is also present. The main content area shows the "Unit - University of Arizona" and an "Application Year" dropdown menu set to "2014". On the left, it states "Displaying 1 to 19 of 19 Applicants". A blue box titled "Assigned Applicants" lists the following names: A. B., W. B., D. B., T. B., A. C., K. C., M. G., N. G., R. H., K. K., H. L., B. M., J. M., M. M., C. M., E. P., C. P., D. P., and S. S.

Select the Interview Instructions tab.

The Interview Instructions are not interactive.

Select your browsers back arrow to return to this screen.

Interview Instructions

1. Please provide an honest, objective, and above all, accurate assessment of the candidate. As the interviewer, you are the eyes and ears of the selection board and thus your assessment is the most important feature of the application process.
2. Some key points:
 - a. The NROTC program is looking for an accurate assessment of applicant's suitability for the NROTC program. This is neither an active duty evaluation nor fitness report. The applicant will not see this form so honesty and objectivity is tremendously important.
 - b. The goal is not to "fill white space" in this form or get all of your interviewed candidates accepted to the program, but rather, allow the scholarship board the opportunity to differentiate the candidates sufficiently so that the best are selected. It's absolutely acceptable NOT to mark all 5.0's.
 - c. Ensure that there is no "mismatch" in your assessment such that it causes doubt either in your review or in the candidate's suitability. An example would be to give a lackluster or "average" appraisal but with a "Well Above Average" overall grade or an overall assessment of "Average" with words such as "My very strongest possible endorsement!" If there is the potential that the board will see a possible mismatch in something you are saying, explain in your remarks section.
3. Answer each section completely but only to the extent necessary to answer the question.
4. Only provide information in the remarks section pertinent to the question. Don't use the remarks section to discuss other aspects of the interview.
5. Do NOT cut and paste from other appraisals. Similarities from previous interviews are readily apparent and may negatively impact the candidate.
6. Track your appraisal scores and average over time. When providing an appraisal, how this candidate compares to other applicants you have interviewed is a clear indication of the value you place in the suitability.

QUESTIONS AND CONSIDERATIONS

1.b. Personal Background

Military dependent? Active Duty, Reserve, National Guard (Current, discharged or retired) Recalled, deployed
Parents Divorced? When?
Disabled family member?
Tragic Event? Family/friend death, injury, illness, suicide?
Personal Illness?
Change school during high school?
Financial hardship? Works to help support family?

1.c. Other

Low performing school district?
Home-schooled? Usually fewer activities than traditional student
Noticeable change in grades? Explain anomalies
JROTC? Usually precludes sports or other activities

2.a. Applicant Assessment

Program Motivation:

Would you accept this scholarship if it were offered to you? Is so, would you do so with the full intention of complete the Program in four years, and receiving your Commission as an Ensign, USN?
Are there any other scholarships or opportunities that you would prefer to accept more than NROTC?
Why do you want to become a commissioned Naval Officer?
What steps did you take to apply?
If you are not offered this scholarship, what is next?
Are you doing this for yourself?
Based on OI assessment of application completeness/Section 1
Why did you fail to thoroughly complete the application, and (as appropriate), is this indicative of the thoroughness you usually put into your academic efforts?

Service Over Self

How did you feel about the volunteering and community service you report doing?
Was it something done only to meet a requirement?
Do you feel that citizens in a democracy have an obligation to serve their country?
What are the Navy URL warfare communities that you might be asked to serve in as a part of this program, and are you open-minded about serving where assigned?

Physical Fitness

What kind of recreational activities do you like to take part in?
Is being physically active an integral part of your life?
Explain your understanding of the Navy's Physical Fitness Standards, and how you have prepared to meet them.

Appearance/Bearing

Were you nervous about this interview?
Did you consider how to make your best impression on me?
How do you feel you have performed during this interview?
How much heads up did you have?
Were you told how to dress?
Are they dressed in the only clothes they own/can afford?
Not every applicant already has "military bearing"
If you don't like their posture or respectfulness – let them know and give them a chance to correct during the interview
Is this a bad day, or indicative of who this applicant really is?

Communication

Do you associate with adults regularly?
Are you comfortable speaking in front of your peers?
Give me an example of when you were able to persuade someone to change their mind

Training Binder

Interview Form | Interview Instructions | **Training Binder** | NROTC Non-Selects | Logout

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Unit - University of Arizona


Application Year: 2014

Displaying 1 to 19 of 19 Applicants

Assigned Applicants

- A. B.
- W. B.
- D. B.
- T. B.
- A. C.
- K. C.
- M. G.
- N. G.
- R. H.
- K. K.
- H. L.
- B. M.
- J. M.
- M. M.
- C. M.
- E. P.
- C. P.
- D. P.
- S. S.

Select the Training Binder tab.



NROTC

Naval Reserve Officers Training Corps

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Home | Interview Form | Interview Instructions | Training Binder | NROTC Non-Selects | Logout

Unit - University of Arizona

TRAINING BINDER

[click here >>>View Training Binder<<<](#) to view entire training binder in pdf format

Tab	Function	Table of Contents
1	Info	NETPDTC N811 - POINTS OF CONTACT
1A	Info	NSTC FINANCIAL MANAGEMENT POC'S
1B	Info	FINANCIAL DOCUMENT MATRIX AND SIGNATURE REQUIREMENTS
2	Info	NROTC UNITS POINTS OF CONTACT
3	Info	UNIT TUITION INFO
4	Info	PURCHASING INFO
5	FASTSITE	MENU STRUCTURE
6	FASTSITE	AUTOMATED PROCESSES
7	FASTSITE	ACCEPTING DOCUMENTS
8	FASTSITE	PARTIAL/FINAL CODES
9	FASTSITE	MONTHLY RECONCILIATION REPORTS
10	FASTSITE	DOCUMENT SERIAL RANGES/JOINS
11	FASTSITE	MID-YEAR CLEAN-UP
12	FASTSITE	FINANCIAL REPORTS
13	FASTSITE	SUSPENDED TRANSACTIONS
14	FASTSITE	MPC CROSS-REFERENCE
14A	FASTSITE	HOW TO PERFORM CREDIT CARD X REFERENCE
15	FASTSITE	DD282, PRINTING REQUISITION
16	FASTSITE	DD448, MIPR
17	FASTSITE	DD1131, Cash Collection Voucher
17A	Info	DD1131, CASH COLLECTION VOUCHER (INFO)
18	FASTSITE	DD1155, TUITION PROCEDURES
18A	Info	WAWF E-CLAUSE
18B	Info	CNET 7100/5
19	FASTSITE	DD1348
20	FASTSITE	DD1556, REQUEST FOR TRAINING
21	FASTSITE	NC2275, ORDER FOR WORK AND SERVICES
22	FASTSITE	NC2276, REQUEST FOR CONTRACTUAL PROCUREMENT
23	FASTSITE	SF1034, PUBLIC VOUCHER FOR PURCHASES/SERVICES
24	FASTSITE	SF1164, CLAIM FOR REIMBURSEMENT
25	FASTSITE	SF30, AMENDMENT/MODIFICATION
26	STA-21	SF1164, CLAIM FOR REIMBURSEMENT
27		
28	FASTSITE	ORDERING MRES
29		
30	JUMS	ORDERING UNIFORMS
31	JUMS	POSTING UNIFORM ISSUES
32		
33	JUMS	15 DAYS NO STATUS/RECEIPT REPORT
34	JUMS	OUTSTANDING UNIFORM STATUS
35	JUMS	ORDERING NAME TAPES
36	JUMS	POSTING RECEIPTS
37	JUMS	PROPERTY TRANSACTIONS AND REPORTS
38	JUMS	CLOTHING TRANSACTIONS AND REPORTS
39	JUMS	
40	WAWF	SELF-REGISTRATION
40A	WAWF	DD FORM 2875
41	WAWF	PASSWORD RESET
42	WAWF	ACCEPTING OR REJECTING 2-IN-1 INVOICES
43	WAWF	CREATING 2-IN-1 INVOICES
44	WAWF	ACCEPTING INVOICES
45	WAWF	STA-21 INVOICE INPUT
46	WAWF	STA-21 E-CODE INFORMATION
47	WAWF	CREATING MISC PAY VOUCHERS
48	CitiBank	REALLOCATION CHARGES
49	CITIBANK	GCPC PROGRAM
50	CPDS-NO	

Select from the Table of Contents to open the corresponding document.

Note: The JUMS processes are out of date and are being replaced by CDMIS (Citizenship Development Management Information Subsystem).

Accounting Office Points of Contact - NROTC
NETPDTC, CODE N811/N812
6490 Saufley Field Road
Pensacola, FL 32509-5241

Accounting Officer
Carolyn Petersen
(850) 452-1001 x1467 carolyn.petersen@navy.mil

Supervisor, O&MN/MPN
Lynette Yarck
(850) 452-1001 x1611 lynette.yarck@navy.mil

O&MN, MPN, Initial Travel/Disenrollment, WAWF LPO (Units 1-34, 61, 71-77)
Edda A. Quinones
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CITRIX
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Civilian Payroll
Kathryn Smith
(850) 452-1001 x1472 kathryn.a.smith@navy.mil

NROTC Non-Selects

The screenshot shows the NROTC Non-Selects page for the University of Arizona. The page header includes the NROTC logo and navigation links. The 'NROTC Non-Selects' link is highlighted with a red box. Below the header, the unit is identified as 'University of Arizona' and the application year is set to '2014'. A list of 19 assigned applicants is displayed in a blue box, including names like A. BROWN, B. BROWN, D. BROWN, T. BROWN, A. BROWN, K. BROWN, M. BROWN, N. BROWN, R. BROWN, K. BROWN, H. BROWN, B. BROWN, J. BROWN, M. BROWN, C. BROWN, E. BROWN, C. BROWN, D. BROWN, and S. BROWN.

Select NROTC Non-Selects tab.

The screenshot shows the NROTC Non-Selects Query Page. The page header includes the NROTC logo and navigation links. The 'NROTC Non-Selects' link is highlighted. Below the header, the unit is identified as 'University of Arizona'. The page displays a search form with the following fields: 'Where: Applicants lives in' (set to 'All States'), 'Applicants School Choices contain' (set to 'All'), 'Where Test Scores are' (set to 'All'), 'English/Critical Reading' (set to 'All'), and 'Math' (set to 'All'). The 'Run Query' button is visible at the bottom.

NROTC Non-Selects Query Page

NROTC
Naval Reserve Officers Training Corps
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Home | Interview Form | Interview Instructions | Training Binder | NROTC Non-Selects | Logout

Unit - University of Arizona

Show me all Non Selected Applicants 13

Where: Applicants lives in **All States**

Applicants School **All**

☐ All Tests
☐ Only ACT
☐ Only SAT

Run Query

English/Critical Reading Math

Select Applicants state from the menu. All States is the default.

NROTC
Naval Reserve Officers Training Corps
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Home | Interview Form | Interview Instructions | Training Binder | NROTC Non-Selects | Logout

Unit - University of Arizona

Show me all Non Selected Applicants 13

Where: Applicants lives in **Georgia**

Applicants School **All**

☐ All Tests
☐ Only ACT
☐ Only SAT

Run Query

English/Critical Reading Math

Select Applicants school choice from the menu. All Schools is the default.

NROTC
Naval Reserve Officers Training Corps
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Home | Interview Form | Interview Instructions | Training Binder | NROTC Non-Selects | Logout

Unit - University of Arizona

Show me all Non Selected Applicants 13

Where: Applicants lives in

Applicants School Choices contain

☐ All Tests
☐ Only ACT
☐ Only SAT

Where Test Scores are

English/Critical Reading Math

Select test score parameters from the menu. None is the default parameter.

Where: Applicants lives in

Applicants School Choices contain

☐ All Tests
☒ Only ACT
☐ Only SAT

Where Test Scores are

English/Critical Reading Math

Select the desired test.

Type in the test score in either English/Critical Reading or Math.

Select the Run Query button.

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Home | Interview Form | Interview Instructions | Training Binder | NROTC Non-Selects | Logout

Unit - University of Arizona

Displaying 0 Applicants

AA - African American DR, blank - No Response	AI - American Indian H - Hispanic	AS - Asian M - Multiple	C - Caucasian PI - Pacific Islander
--	--------------------------------------	----------------------------	--

Non Selected Applicants

No applicants that match search criteria.

Glossary

ISR	Immediate Scholarship Reservation
ACT	American College Testing
SAT	Scholastic Assessment Test or Scholastic Aptitude Test(Former Name)
NSTC	Naval Service Training Command
CNRC	Central Naval Recruiting Command
MSISR	Minority Servicing Institutions Scholarship Reservation
MCRC	Marine Corp Recruiting Command
EO	Executive Order
GSA	General Services Administration
ON/E	Enlisted to Officer NROTC